



Classification: Temporary Clerk/Professional - MIAC
Title Code: V09752 or V09811
Pay Range:

Immediate Supervisor: Assistant Director
Position Supervised: None
FLSA Classification: Non-exempt
Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY:

This is an entry level to an advanced level temporary position in which the individual analyzes and assesses criminal information of a confidential nature and via specialized analytical and informative state and federal databases. Disseminates information to appropriate personnel and outside agencies. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Researches all applicable files, database systems, and case summaries in order to respond to intelligence and criminal activity inquiries from all state and federal law enforcement agencies (state patrol agencies, FBI, DEA, ATF, IRS, etc.) and prosecuting attorneys.

Creates photo line-ups; searches law enforcement arrest record databases for facial and demographic make-up of arrested individuals similar to suspect; searches Department of Revenue database for driver's license photo of arrested individuals chosen for the photo line-up; prints photos; forwards selected photos to investigating officer for review by victim(s) or witness(es).

Assists with weekly and monthly publications and various brochures detailing trends in criminal activity, drug trafficking, gang related information, from information received by the Patrol and other state and national law enforcement intelligence agencies; disseminates the publications to various local, state, and federal law enforcement agencies for informative purposes.

Complete other responsibilities as assigned in support of the Midwest HIDTA, MoSPIN, and the Missouri State Highway Patrol.

Encodes data into the computer database via the personal computer; verifies, modifies or deletes information as required.

Answers incoming calls and makes connection to person or division requested; takes messages for employees and visitors on a limited basis.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, shredder, adding machine, computer printer, etc.).

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office practices, procedures, and equipment.

Ability to learn assigned tasks within a reasonable time and to adhere to prescribed routines.

Ability to communicate in English clearly and concisely, both orally and in writing.

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Ability to operate basic office machines to include the operation of a personal computer.

Ability to perform data entry.

Ability to sit in front of a PC and perform data entry for extended periods of time.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Ability to work independently as well as follow oral and written instruction.

Ability to exercise judgment, discretion, and make decisions in accordance with laws, policies and regulations.

Ability to proofread and edit computer entries.

Ability to multi-task and prioritize assignments.

Possess basic arithmetic skills.

Ability to establish and maintain records and files (both electronic and hardcopy).

Ability to work under pressure.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED.

Preference may be given to applicants who possess a Bachelor Degree in criminal justice, or related field; or 4 years of comparable technical or analytical experience in a criminal justice agency, military agency, or related field.

NECESSARY SPECIAL REQUIREMENTS:

Must be a resident of Missouri at the time of appointment.

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol and pass a secret level Department of Homeland Security background.